



Westlands Water District

3130 N. Fresno Street, P.O. Box 6056, Fresno, California 93703-6056, (559) 224-1523, FAX (559) 241-6277

Since 1952, supplying agricultural water to farmers on the west side of the San Joaquin Valley.

It is the mission of Westlands Water District to provide a timely, reliable and affordable water supply to its landowners and water users, and to provide drainage service to those lands that need it. To this end, Westlands is committed to the preservation of its federal contract, which includes water and drainage service, and to the acquisition of additional water necessary to meet the needs of its landowners.

NOTICE OF JOB OPENING

ASSOCIATE RESOURCES ANALYST

Applications Accepted January 3, 2012 through January 17, 2012

Monthly Salary Range: \$4,186 - \$5,088

Web Address: www.westlandswater.org

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Industrial Technology, Engineering, Agriculture, Water Science, or related field **and**

Experience: Three (3) years of engineering or related technical experience.

Additional qualifying experience may be substituted for the education on a year-for-year basis.

Job Description: The Associate Resources Analyst position performs a variety of skilled, technical engineering work including providing estimates of water supply; coordinating, supporting, and assisting in the development of the District's power, groundwater monitoring, groundwater integration, and irrigation water conservation programs, and distribution system construction and design; and perform computing, drafting, design, mapping, research and plan check work.

The duties of the Associate Resources Analyst position include but is not limited to, monitoring, evaluating, and coordinating with others on Central Valley Project and State Water Project operations and forecasts; coordinating and assisting in the collection of information for the District's groundwater and shallow groundwater monitoring programs; coordinating the District's power programs with other District staff, PG&E, and Western Area Power Administration, including the annual power survey, power surcharges, contract administration, and annual budget calculations; conducting engineering studies related to the cost, eligibility, design, and construction of the District's delivery facilities.

How to Apply: Obtain application packet online at www.westlandswater.org. Submit Westlands Water District Employment Application **and** Supplemental Application by mail or in person by 5 p.m. on the final filing date, **January 17, 2012**, to:

Westlands Water District, Human Resources Department

3130 N. Fresno St., P.O. Box 6056

Fresno, CA 93703

Office hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

Resumes may be included; however, will not be accepted in lieu of required application materials. Emailed and faxed application materials and post marks will not be accepted.

SELECTION PROCESS

Required Application Materials: Westlands Water District Employment Application **and** Supplemental Application available on the Westlands Water District website www.westlandswater.org.

Applicants meeting the minimum qualifications and filing requirements will be scheduled for a written examination followed by a panel interview. Successful candidates will be placed on an eligibility list.

Should you feel you need special accommodations for the written examination and/or interview due to a qualifying disability, please contact the Human Resources Department at (559) 241-6206 immediately.

Verification of Employment: The District conducts verification of a candidate's employment history, education and training and other formation contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment: An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements.

Questions: Contact the Human Resources Department at (559) 241-6206.

BENEFIT PACKAGE

- Retirement Benefits: Benefits are provided through CalPERS; 2% at 55 years. Unused medical leave can be converted up to six months of service credit upon service retirement.
- Health Benefits: Six (6) medical benefit plans offered through CalPERS. The District contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members.
- Dental Insurance: The District contributes 100% of the premium for the employee and the employee's eligible family members.
- Vision Insurance: The District contributes 100% of the premium for the employee, and the District and the employee share the premium for the employee's eligible family members.
- Life Insurance: The District contributes 100% of the premium for life insurance and AD&D in the amount of one times the employee's annual salary.
- Holidays: Employees receive eleven (11) paid holidays.
- Vacation and Medical Leave: Vacation leave is accrued at the rate of 10 days/year, increasing to 15 days/year after 5 years of service, and 20 days/year after 15 years of service. Medical leave accrual rates vary by bargaining unit from 10 to 12 days/year.
- Disability Insurance: The District covers 100% of the premium for the employee.
- Employee Assistance Program: Available to employees and their household members.

Optional District Benefits include:

- Additional Life Insurance
- Section 125, Flexible Spending Plan
- Eligibility to join District's two sponsored credit unions: Golden One or State Center Credit Union

NOTE: You should be aware that the District does not participate in Social Security or State Disability Insurance. This may affect Social Security benefits you have already earned upon retirement.

ASSOCIATE RESOURCES ANALYST

Name _____

This Supplemental Application gives you the opportunity to provide the District with specific, detailed information about your experience and skills. Meeting the minimum qualifications for this position does not guarantee that you will be selected for further consideration. Only those individuals found to be most qualified will be invited to participate in the oral interview. Therefore, it is to your advantage to complete this portion of the application thoroughly and accurately.

INSTRUCTIONS:

Completion of the Supplemental Application is required by the final filing date. **Applicants who do not submit a completed Supplemental Application may be eliminated from the selection process.**

Submit your answers to the questions on the following page on 8½" x 11" white paper. Type or write legibly. Limit your responses to no more than one page per question. Attach your answers to this completed cover sheet.

For each question, identify the employer(s) with whom you obtained your experience, and supply the name and telephone number of a supervisor or manager who can verify your experience.

A resume may be submitted with your application materials, but will not be accepted in place of the Employment Application and this Supplemental Application.

Omitted information cannot be considered or assumed.

I hereby certify that the information provided in this Supplemental Application is true and correct to the best of my knowledge. I understand that any misrepresentation or falsification of information may result in my failure to receive an offer of employment, or if I am hired, may result in discharge from employment. I agree that any of the statements I have made herein may be verified by Westlands Water District.

Signature

Date Signed

1. Describe your experience in the following areas:
 - a. Monitoring, evaluating, and coordinating special projects.
 - b. The collection, coordination, and analysis of technical data, and developing technical engineering reports
 - c. Overseeing programs with other agencies/companies, including conducting written surveys, evaluating costs, contract administration and budget calculations.
2. Describe your experience interpreting and/or applying rules and regulations, policies, and guidelines related to technical engineering work.
3. Describe your experience as it relates to federal, State, and/or private water delivery projects.
4. Describe your experience as it relates to electrical energy contracts, usage, conveyance and planning.
5. Describe how your organizational skills have helped you in project management, teamwork, and interaction with other staff and agencies.